



Parks and Recreation Department
3300 Capitol Avenue, Building B, P.O. Box 5006,
Fremont, CA 94537-5006
510 494-4300 ph | www.fremont.gov/Recreation

**HAVE YOUR COPY OF APPLICATION
IN POSSESSION DURING USE**

- Please type or print clearly with a ballpoint pen.
- Application must be submitted a minimum of 10 working days and a maximum of 1 year prior to date of use.
- Complete application must be submitted with full payment.

Facility Use Application & Permit

CHECK ONE: ☐ COMMUNITY CENTER USE ☐ PARK USE ☐ BOTH

1. I, _____, representing _____
(Name of Individual) (Organization, if applicable)
hereby request permission to use the following facility:
Facility Requested: _____
Specific areas or rooms requested ☐ Meeting Room ☐ Tiny Tot Room ☐ Craft Room ☐ Kitchen ☐ Gym
☐ Multi-purpose Room ☐ Conference Room ☐ Other _____

2. Date of Use: _____ Day of Week: _____

USE SUPPLEMENTAL SHEET FOR ADDITIONAL DATES

Time of Use: From _____ a.m. / p.m. to _____ a.m. / p.m. – **INCLUDE SET-UP & CLEAN-UP TIME**

3. The purpose of this use will be: _____
(Meeting, Meal, Reception, Party, Fundraiser, etc.)
4. Anticipated attendance: ADULTS _____ YOUTHS (Under 17) _____ TOTAL _____
5. What percent of group are Fremont residents: _____ % (Rosters may be required to show proof of residency.)
6. Will there be an admission charge, sale, solicitation, donation, or collection involved with your use? _____
7. Is the use of alcohol requested? _____ If yes, see **Facility Use Policy** (RLS #141.4) and fill out the alcohol use permit.
If you are selling alcohol during a fundraising event, you must also obtain a permit from the CA Department of Alcoholic Beverage Control.
8. Equipment or services requested (contingent upon availability):
_____ # of chairs _____ # of banquet tables _____ Other: _____
9. Will there be decorations? _____ Explain: _____
10. Will other paid services be used [i.e., commercial caterer, band, performer(s), speaker, etc.]? Name: _____
Address: _____ City: _____ Phone: _____
11. Will your use require the placing of signs, flyers or posters on City property? _____

It is distinctly understood and agreed that the applicant assumes all risks for loss, damage, liability, injury, cost or expense that may arise during or be caused in any way by such use or occupancy of the facilities of the City of Fremont and/or Recreation Services; the applicant further agrees that in consideration of being permitted to use the facilities, he, will save and hold the said City of Fremont and/or their employees from any loss, claims, and liability or damages, and/or injuries to persons and property that in any way may be caused by applicant's use or occupancy.

Any change, alteration or modification of intended use must be approved by Recreation Services. Change can result in cancellation of use or change in use requirements and fees.

I, the undersigned, hereby certify that I will be personally responsible on behalf of the applicant of any damage/loss sustained by the grounds, building, furniture or equipment or unusual clean up occurring through the occupancy of said facilities by the applicant.

Date Completed: _____

Please Print Name _____ Signature _____ Title of Office Held _____
Number and Street _____ City _____ Zip _____ Daytime Phone _____ Evening Phone _____
Driver's License # _____ E-mail: _____

DO NOT WRITE BELOW THIS LINE

User Classification: _____ Rooms Assigned: _____
Approved/Disapproved by: _____ Date: _____ Notice Mailed: _____
Remarks: _____ Tiny Tot Room _____ hrs. x _____ = \$ _____
Meeting Room _____ hrs. x _____ = \$ _____
Crafts Room _____ hrs. x _____ = \$ _____
Fees: Cleaning/Damage deposit = \$ _____ Other _____ hrs. x _____ = \$ _____
Kitchen _____ hrs. x _____ = \$ _____ Acct. # Fees _____ Deposit _____ Total= \$ _____

***NOTE: Additional information on back of pink copy.**

Facility Use Regulations and Guidelines

1. **APPLICATION FEES AND DEPOSITS:**
Reservations are completed through presentation of application and payment of all fees and deposits. You will receive an approved copy back.
2. **TIME RESERVED TO COVER ENTIRE USE:** The hours shown on the application will cover the entire time required for the permittee to set up, decorate, conduct the activity, and clean up the facility after use. The facilities must be vacated promptly at the conclusion of the time specified on the permit. Occupancy beyond the time specified on the permit will result in overtime charges at one and one-half time for staff plus the hourly rental rate. Overtime use will only be allowed when staff is available.
3. **NORMAL OPERATING HOURS:**
Sunday through Thursday, 8:30 a.m. to 10:00 p.m.
Friday and Saturday, 8:30 a.m. to 12:00 a.m.
4. **SET-UP/TAKE-DOWN/CLEAN-UP:** Groups are required to set up, take down, and clean tables and chairs for their event. City staff will show you where equipment is located. Groups must also clean up facility in manner that allows it to be ready for the next group. Deposits will be forfeited for inadequate clean-up or care of furnishings or facility.
5. **CANCELLATION BY PERMITTEE:**
Permittee must submit written notice of cancellation at least ten (10) days prior to the cancellation of any dates covered by the permit. Fees for uses canceled thirty (30) or more days in advance will be refunded, less 10%; 10-29 days, less 30%; less than ten (10) days, no refund.
6. **REFUND OF DEPOSITS:** Refund of deposits will be made to your credit card or mailed by City check, where no damage or loss has occurred or where no extra clean-up is required as a result of permittee's use of facilities. In the event of charges for damage or loss, the deposit will be forfeited and additional charges may ensue to cover damages or loss. Having a fire alarm accidentally pulled during your event by a member of your party will result in a fine appropriately determined by the Fire Department.
7. **ALCOHOL REGULATIONS:**
 - A. **Alcoholic Beverages Permitted.** The use of alcohol will be restricted to only beer, wine, or champagne.
 - B. **Use Of Alcoholic Beverages.** By written permit only and must be requested at the time the facility use application is made.
 - C. **Possession Of Alcohol.** No one shall be admitted to any recreational facility who is under the influence of alcohol or who has alcoholic beverages in his possession, not authorized by written permit.
 - D. **No Sale Of Alcoholic Beverages.** There will be no on-site sale of alcoholic beverages permitted at recreational facilities without an ABC permit from the CA Department of Alcoholic Beverage Control, and authorization from the City.
 - E. **Time Limits For Alcoholic Beverages.** The use or provision of alcoholic beverages at indoor facilities will not exceed four (4) hours for any one event. The specific time shall be written on the Alcohol Use Permit submitted by applicant and will be monitored by staff.
 - F. **Supervision of Occupancies.** During all rental uses, a City employee is present to monitor alcohol use.
8. **DECORATING:** Plans to decorate the facility must be requested on the application for approval. Generally, only masking tape is acceptable and no scotch tape, nails or tacks are allowed on any wall or equipment. All decorations must be fireproof or made of fire retardant materials. Nothing shall be attached to light fixtures. No decorations will be permitted within 18 inches of ceiling sprinklers. Candles or other open flame devices will not be permitted.
9. **NO VERBAL AGREEMENTS:** No verbal agreements for use of facilities or equipment shall be made, nor in any way be binding on the City.
10. **SPECIAL EQUIPMENT AND FURNISHINGS:** Some rooms are equipped with specialized equipment and furnishings for City sponsored classes. These materials are NOT available for your use unless authorized in advance and written approval by the City is on your application.
11. **SMOKING:** Smoking is ONLY permitted outside of City buildings and not within 50 feet of any entrance. Smoking receptacles must be utilized.